

**Richmond Public Library
Board of Trustees Meeting
Minutes of Nov. 12, 2018**

The meeting was called to order at 9:30 AM. Peter Mulhall, Chair; Jerry Mills, Secretary; Doug Bartlett, and Wendy O'Brien, Librarian, were in attendance.

Recognition of Guest(s): None.

Public Comments: None

Acceptance of Previous Minutes: It was moved, seconded, and all voted in favor to accept the minutes of Oct. 29th, 2018. **Treasurer's Report:** Peter gave the report with **\$17,047.78 in the Operating Account and \$2,685.27 in the Librarian's Account.** It was also accepted by the members attending.

Status of Library:

- Advertising: Wendy has submitted a grant proposal to fund a graphic designer to develop a Library logo and online template, along with the distribution of books to new families in town. She is researching ways to find and attract new families to use the Library programs and resources available.
- Programming: The Coffee Hour and the Knitting Group programs both continue with 6-7 regularly attending. Teen Pizza Night continues with 5 attending. On Nov. 13th the new book club meets. Story hour is active with 3 families per week. Wendy is planning on a December vacation week snow party for the kids.
- Archives: Many boxes of archives have been retrieved and returned to Keene. The scanning of photos is the next large project to begin soon.
- Exhibits: In Jan. 2019 a traveling exhibit of Estonian children's original art will be at our library. Wendy is planning a Richmond artists' exhibit. Additionally, she is planning a "What did you find in your yard" program in which people could bring in items that they unearthed and bring them in for possible identification and sharing. Finally, she is taking an online exhibit course through the American Association for State and Local History and the first exhibit will center around the Quakers in Richmond.
- Building Issues: Chip Adams will be removing two loads of books from the shed so Steve can proceed with repairs there. The projects for the Capital Improvement Plan were reviewed with water line issues being discussed. John Holman has been onsite to look at this issue to give an estimate to address them.
- A motion was made, seconded, and all voted in favor of accepting the Librarian's report.

Old Business: _____

- Wendy will contact Steve about addressing the front entrance step and shed and sill concerns near the main entrance to the Library.

New Business:

- Outdoor projects were reviewed. Shed repairs, tree concerns, and other items were discussed. Current issues with rodent control were covered. The old step stone to the Library was discussed and plans are to move it further into the garden area and possibly have a plaque placed on it next Spring. An estimate to have the RPL sign repainted in the Spring was discussed. Wendy will contact the Dickenson estate to follow up on possible donations of books being given from the estate to the RPL.
- Peter is working on financial record keeping. Budgeting items for FY2019 were discussed.

Monetary gifts/donation(s): None

Our next board meeting is scheduled for Dec. 17th at 9:30 a.m.

Meeting adjourned at 10:30 a.m..

Respectfully submitted,

Jerry Mills, Secretary